

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Consumer and Regulatory Affairs

Department of Consumer and Regulatory Affairs (DCRA)
Administrative Issuance System

DCRA Bulletin No. 1-01B-07

SUBJECT: Office of Zoning Administrator Review of Building Permit Applications

EFFECTIVE DATE: July 15, 2007

EXPIRATION OR REPLACEMENT:

PURPOSE AND AUTHORITY:

This Administrative Issuance bulletin announces the proposed cases of building permit applications in which the Office of Zoning does not need to perform a review.

SCOPE:

- All current DCRA employees including part-time, temporary and term employees are required to follow these provisions.
- Contract workers who are employees of a vendor under contract with DCRA to provide regular, ongoing DCRA operational services are required to follow these provisions.
- Consultants and contractors working on specific projects and not involved with the regular delivery of DCRA services are required to follow these provisions.
- Any questions regarding this provision will be resolved by the Zoning Administrator, Deputy Zoning Administrator, Permit Center Supervisor, Division Chief for Permit Operations and/or the Deputy Director for Permitting and Licensing.

PROVISIONS:

1. Tenant layout projects for office use in existing buildings subject to the following restrictions:
 - **Interior** alterations (not including structural alterations) only when there is no change of use;
 - There was previously an office use in the subject space and a valid Certificate of Occupancy is attached documenting that the currently approved use is office;
 - Is in a C-3, C-4, C-5, C-R or C-M zoning district only, as per PIVS or GIS;

NOTE: DAIS Bulletins are strictly procedural in nature and have direct applicability only to DCRA employees under the authority of the Director

INQUIRIES: DCRA, Assistant Director for Administration-202-442-8927

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- The subject use involves an entire floor that is office use.
2. Interior alterations only for existing single family dwellings subject to the following restrictions:
- **Interior** alterations (not including structural alterations) only when there is no change of use, no changes in the number of dwelling units, no addition or deletion in the number of kitchen or kitchenettes; and no changes in the number or location of entrances, exterior doors, or egress;
 - There is no Certificate of Occupancy for any other use;
 - Is in an R- or C- prefixed zoning district only, as per PIVS or GIS.
3. Interior alterations only for existing flats or multi-family residential buildings subject to the following restrictions:
- A. **Interior** alterations only when there is no change of use, no changes in the number of dwelling units, condo units, or apartments no addition or deletion in the number of kitchen or kitchenettes; and no changes in the entrances, exterior doors, or egress;
 - There was previously a flat or multi-family dwelling use in the subject building and a valid Certificate of Occupancy is attached documenting that the currently approved subject use is a flat or multi-family residential use;
 - Is in an R- or C- prefixed zoning district only, as per PIVS or GIS.

For additional information, please contact the Chief, Management Officer, Carol Washington (202) 442-8944.


Linda K. Argo
Acting Director

Date 8/15/07

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